



OFFICE OF REAL ESTATE APPRAISERS

CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	OFFICE OF REAL ESTATE APPRAISERS	RELEASE DATE:	July 2, 2008
POSITION TITLE:	Deputy Director, Licensing, Enforcement & Administrative Services	FINAL FILING DATE:	July 16, 2008
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$6,173 - \$7,838 / Month	BULLETIN ID:	

POSITION DESCRIPTION

Under the general direction of the Director, Office of Real Estate Appraisers (OREA), the Deputy Director - Licensing, Enforcement, and Administrative Services advises and provides overall direction, coordination and evaluation of the Office of Real Estate Appraisers' programs. The Deputy Director plans, organizes and directs the work of a multi-disciplinary team, and assists the Director in the formation and implementation of the policies, regulations, and statutory licensing and enforcement requirements, in accordance with State and Federal mandates. In the absence of the Director, the Deputy Director is responsible for the overall administration of OREA. Specific duties include, but are not limited to:

- Directs the Department's Licensing, Enforcement and Administrative Services programs through subordinate managers/supervisors.
- Provides direction and oversight in developing, formulating and implementing laws, regulations and policies and procedures relative to the operation of these program areas.
- Identifies and recommends improvements and personnel related actions when appropriate.
- Reviews and assigns to senior staff all internal and external memos, correspondence and other material submitted to the Director's attention for appropriate action.
- Works with the Director to ensure that the fiscal condition, operating budget and organization-wide office automation services are in place.
- Recommends major expenditures and redirection of funds within the department programs.
- Represents OREA's budgetary matters before the Business, Transportations & Housing Agency and the Department of Finance, and assists the Director with Legislature communications.
- Assists the Director on legislative matters. Drafts legislation, analyzes bills, acts as an advocate for the department in the Legislature and provides testimony at legislative hearings and/or committees.
- Assists the Director in a multitude of communication activities with State and Federal real estate appraisal regulatory entities, appraisal industry organizations, and the Business, Transportation & Housing Agency.
- Attends conferences, committee and task force meetings, and makes informational speeches before appraisal organizations.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications by the final filing date, July 16, 2008:

Either I

Must be a civil service employee with permanent civil service status;

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990;

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992;

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high level administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and a manager's role in the Equal Employment Opportunity program.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend an effective course of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity (EEO) objectives.

The knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government setting or in a private organization.)

CEA Level 1 Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Level 2 and 3 Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level 4 and 5 Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATIONS

- Knowledge of the Office of Real Estate Appraisers' organization, programs and policies.
- Knowledge of the principles, practices and trends of public administration, organization and personnel management.
- Broad knowledge of administrative functions and processes, including planning and development, budgeting, state contracting, procurement, labor relations and human resources.
- Ability to analyze complex program implementation problems and develop effective courses of action to solve them.

DESIRABLE QUALIFICATIONS (CONTINUED)

- Working knowledge of the California legislative and budgetary processes necessary for effective programmatic implementation.
- Ability to deal effectively and sensitively with public relations issues.
- Strong leadership skills and a demonstrated ability to think strategically and function effectively as a member of a Department team.
- Ability to take initiative and independence of action in policy and decision making.
- Well-developed oral, written and interpersonal skills.
- Flexibility and good judgment.

DESIRABLE CHARACTERISTICS

- Creativity and Innovation – Apply new ways of thinking. Ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.
- Vision - Understand the context and mission of the Department both internal and external. Awareness of the Department's critical issues and anticipate influences on business.
- Credibility and Integrity – Understand constituency and maintain a desire to build credibility. Possess a personal compass composed of clear principles and flexibility. Ability to make decisions and be accountable for those decisions.
- Communication – Possess a clear expression of ideas, thoughts and expectations and be an active and empathetic listener. Understand that people process information differently; take initiative to build relationships; understand cultural differences.
- Staff Development - Recognize that people are the Department's most valuable resource. Strive to develop and encourage staff to achieve their potential.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Therefore, it is critical that each applicant complete a Standard State Application (Std. 678) (please include social security number for eligibility verification) and a Statement of Qualifications with specific information on how his/her background, knowledge and abilities meet the minimum and desirable qualifications. Each candidate will be ranked competitively and notified of his/her results. Only the most qualified competitors will be invited to interview and reference checks may be conducted.

The results of this examination will be used solely to fill the position identified on this examination announcement.

FILING INSTRUCTIONS**Interested applicants must submit:**

- A completed Standard State Application (Form 678). All applications must include "to" and "from" dates (month/date/year).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Submit Application and Statement of Qualifications no later than July 16, 2008 to:

Department of Real Estate
Personnel Office (CG)
P.O. Box 187000
Sacramento, CA 95818-7000

Applications postmarked, personally delivered or received via interoffice mail after July 16, 2008, will not be accepted for any reason. **Applications submitted without a Statement of Qualifications will be rejected.**

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

Questions regarding the examination may be directed to Casey Gates at (916) 227-0795.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

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California Relay (Telephone) Service for the Deaf or Hearing Impaired: 1-800-735-2929*